



 $\square 4.804-1(a)(1)$: SAP – ALREADY CLOSED!



 $\square 4.804-1(a)(1)$: SAP – ALREADY CLOSED!

 $\square 4.804-1(b)$: Not SAP, or need to Deobligate, use 4.804-5.



 $\square 4.804-1(a)(1)$: SAP – ALREADY CLOSED!

 $\square 4.804-1(b)$: Not SAP, or need to Deobligate, use 4.804-5.

"However, these closeout actions may be modified to reflect the extent of administration that has been performed."



 $\square 4.804-1(a)(1)$: SAP – ALREADY CLOSED!

 $\square 4.804-1(b)$: Not SAP, or need to Deobligate, use 4.804-5.

"However, these closeout actions may be modified to reflect the extent of administration that has been performed."

□4.804-5: Closeout Procedures; Contract Administration. ACQ initiates..... sorry, but that's what the FAR says.



 $\square 4.804-1(a)(1)$: SAP – ALREADY CLOSED!

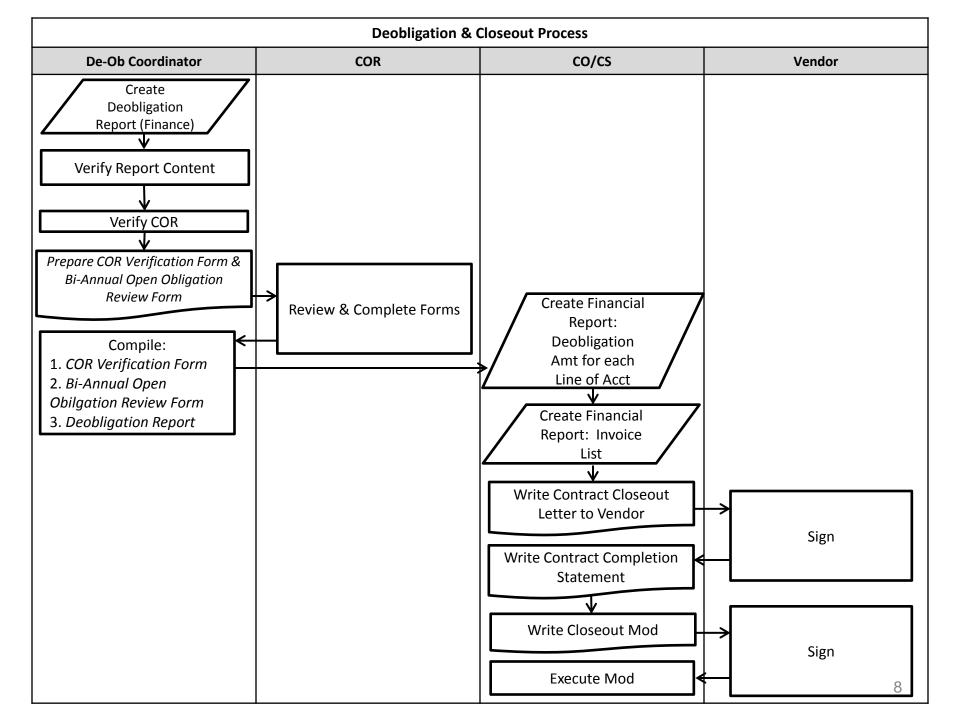
 $\square 4.804-1(b)$: Not SAP, or need to Deobligate, use 4.804-5.

"However, these closeout actions may be modified to reflect the extent of administration that has been performed."

□4.804-5: Closeout Procedures; Contract Administration. ACQ initiates..... sorry, but that's what the FAR says.

 $\square 4.804-5(a)(15)$: Required to Deobligate Funds.





	Deobligation & (Closeout Process	
De-Ob Coordinator	COR	co/cs	Vendor
	Appoint one because your CO's are too busy!!!		
			9

	Deobligation & Closeout Process					
De-Ob Coordinator	COR	co/cs	Vendor			
Create Deobligation Report (Finance)						
			10			

Create Deobligation Report (Finance)

- □ Deobligation Coordinator works with your Finance Department
- □ All contracts, 24+ months no activity
- Data Fields:
 - Contract Number
 - Accounting Line
 - Amount Remaining, if available



Deobligation Report example

PO Number	VENDOR NAME	LINE NUMBER	LINE OF ACCOUNTING
MCC070134PSC76CALL01	BURRUSS, DUKE	10	2010-2750BXDILD-NA-8053-LANDTNRE-255600-2010-NA
MCC070134PSC76CALL01	BURRUSS, DUKE	11	2010-2750BXDILD-NA-8053-LANDTNRE-255600-2010-NA
MCC070134PSC76CALL01	BURRUSS, DUKE	12	2010-2750BXDILD-NA-8053-LANDTNRE-255600-2010-NA
MCC070134PSC76CALL01	BURRUSS, DUKE	13	2010-2750BXDILD-NA-8053-LANDTNRE-255600-2010-NA
MCC090040CON46CTR	BUSINESS DEVELOPMENT ASSOCIATES LLC	1	2009-2750AXAD2D-NA-4600-NA-256300-2009-NA
MCC090040CON46CTR	BUSINESS DEVELOPMENT ASSOCIATES LLC	2	2009-2750AXAD2D-NA-4600-NA-256300-2009-NA
MCC080105CON32TO01	CLIFFORD CHANCE US LLP	1	2009-2750BXDILD-JOR-3200-LEGALREG-255600-2009- PRE
MCC080105CON32TO01	CLIFFORD CHANCE US LLP	2	2010-2750BXDILD-JOR-3000-LEGALREG-255600-2010-NA
MCC100125BPA42CALL01	COLLEAGUE CONSULTING LLC	1	2010-2750AXAD2D-NA-4200-NA-250100-2010-NA

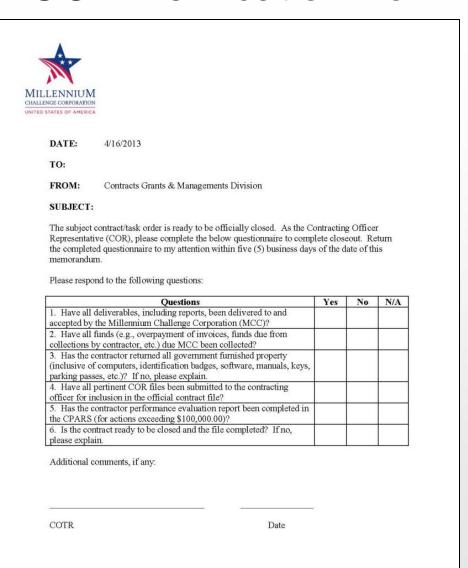


	Deobligation & Closeout Process					
De-Ob Coordinator	COR	co/cs	Vendor			
Create Deobligation Report (Finance) Verify Report Content	COR	CO/CS	Vendor			
			13			

	Deobligation & 0	Closeout Process	
De-Ob Coordinator	COR	co/cs	Vendor
Create Deobligation Report (Finance) Verify Report Content Verify COR			Vendor
			14

	Deobligation & O	Closeout Process	
De-Ob Coordinator	COR	co/cs	Vendor
Create Deobligation Report (Finance) Verify Report Content Verify COR Prepare COR Verification Form & Bi-Annual Open Obligation	->	CO/CS	vendor
			15

COR Verification Form





COR Verification Form



Deobligation Coordinator

DATE: 4/16/2013

TO: FROM:

Contracts Grants & Managements Division

SUBJECT:

The subject contract/task order is ready to be officially closed. As the Contracting Officer Representative (COR), please complete the below questionnaire to complete closeout. Return the completed questionnaire to my attention within five (5) business days of the date of this memorandum.

Please respond to the following questions:

Questions	Yes	No	N/A
Have all deliverables, including reports, been delivered to and accepted by the Millennium Challenge Corporation (MCC)?			
Have all funds (e.g., overpayment of invoices, funds due from collections by contractor, etc.) due MCC been collected?			
 Has the contractor returned all government furnished property (inclusive of computers, identification badges, software, manuals, keys, parking passes, etc.)? If no, please explain. 			
Have all pertinent COR files been submitted to the contracting officer for inclusion in the official contract file?			
5. Has the contractor performance evaluation report been completed in the CPARS (for actions exceeding \$100,000.00)?			
Is the contract ready to be closed and the file completed? If no, please explain.			

Additional comments, if any:		
COTR	Date	



COR Verification Form



DATE: 4/16/2013

TO:

FROM: Contracts Grants & Managements Division

SUBJECT:

The subject contract/task order is ready to be officially closed. As the Contracting Officer Representative (COR), please complete the below questionnaire to complete closeout. Return the completed questionnaire to my attention within five (5) business days of the date of this memorandum.

Please respond to the following questions:

Questions	Ves	No	N/A
Have all deliverables, including reports, been delivered to and			
accepted by the Millennium Challenge Corporation (MCC)?			
2. Have all funds (e.g., overpayment of invoices, funds due from			
collections by contractor, etc.) due MCC been collected?			
Has the contractor returned all government furnished property			
(inclusive of computers, identification badges, software, manuals, keys,			
parking passes, etc.)? If no, please explain.			
Have all pertinent COR files been submitted to the contracting			
officer for inclusion in the official contract file?			
5. Has the contractor performance evaluation report been completed in			
the CPARS (for actions exceeding \$100,000.00)?			
Is the contract ready to be closed and the file completed? If no,			
please explain.			
ACC			

Additional comments, if any:

COTR Date



875 Fifteenth Street NW | Washington, DC | 20005-2221 | p: (202) 521-3600 | f: (202) 521-3700 | www.mcc.gov

Bi-Annual Open Obligation Review Form

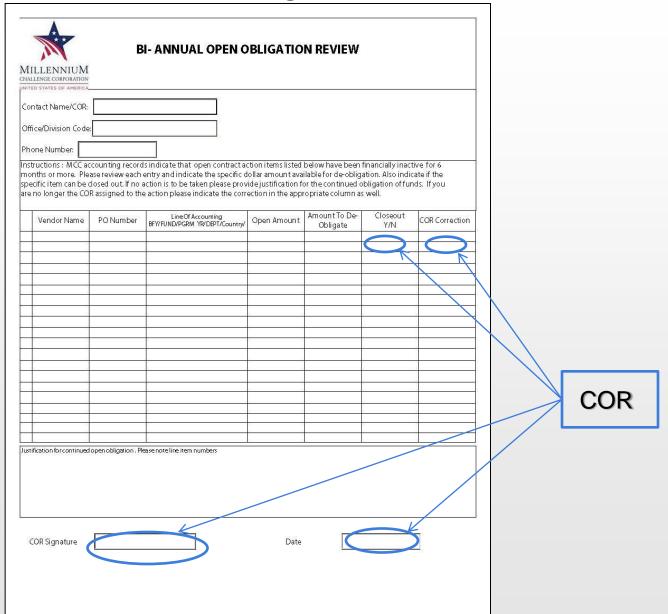
g records indicate that open w each entry and indicate th it. If no action is to be taken p ed to the action please indica	e specific dollar amount olease provide justificatio		financially inact	
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w each entry and indicate the it. If no action is to be taken p ad to the action please indica	e specific dollar amount olease provide justificatio		financially inact	
1 00 223	te the correction in the a	on for the continued o	ation. Also indic obligation of fun	ate if the
Imber BFY/FUND/PGRM YR/DB	ting EPT/Country/ Open Amou	ınt Amount To De- Obligate	Closeout Y/N	COR Correction
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+		-		-
				_
1				
15		-		
pation . Please note line item numbe	its .			
	yation . Please note line item numbe	gation . Please note line item numbers	gation . Please note line item numbers	gation . Please note line item numbers

Bi-Annual Open Obligation Review Form

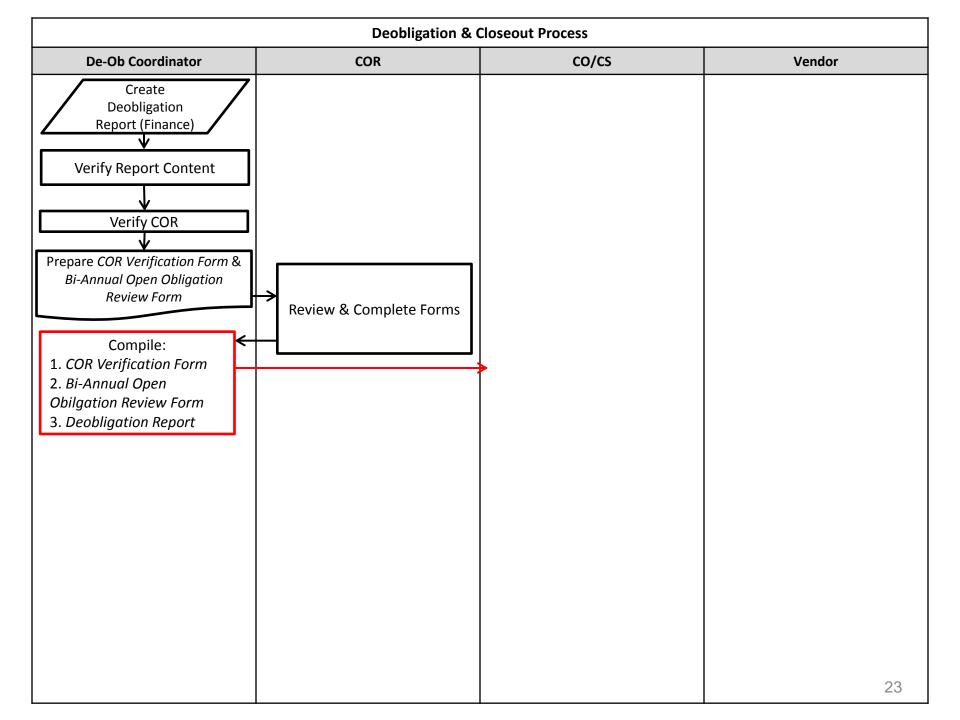
Deobligation Coordinator

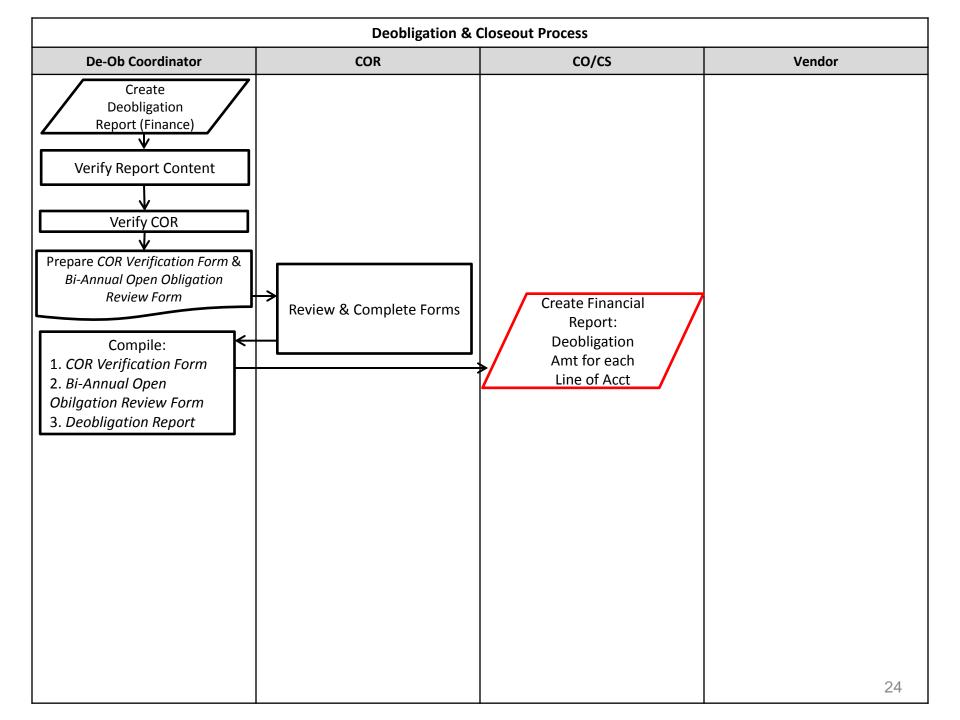
	LENGE CORPORATION TO STATES OF AMERICA.						
10	ntact Name/GOP						
ìff	ice/Division code						
h	one Number						
or oe	nths or more. Ple cific i tem can be o	ase review each closed out. If no a	Is indicate that open contract ar entry and indicate the specific d action is to be taken please prov e action please indicate the corr	lollar amount ava ide justification fo	ilable for de-obliga or the continued o	ation. Also indic bligation of fur	ate if the
	Vendor Name	PO Number	Line Of Accounting BFY/FUND/PGRM YR/DEPT/Country/	Open Amount	Amount To De- Obligate	Closeout Y/N	COR Correction
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			34				-
	6						*
_							
iti	tication for continued	open obligation . Ple	ease note line item numbers				
-	OR Signature			Date			Ti i

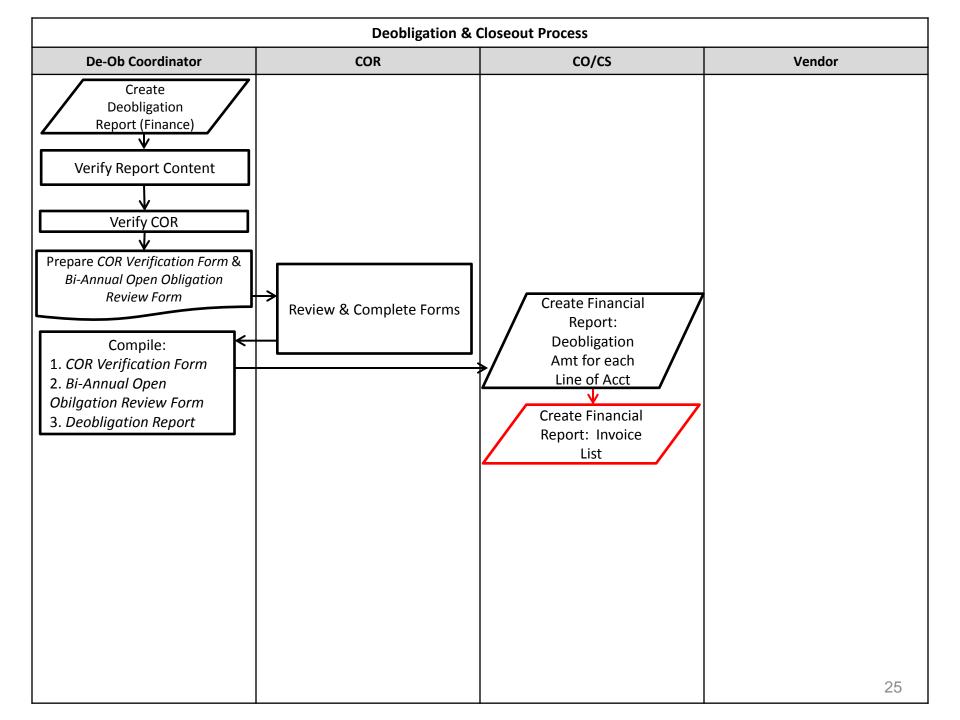
Bi-Annual Open Obligation Review Form

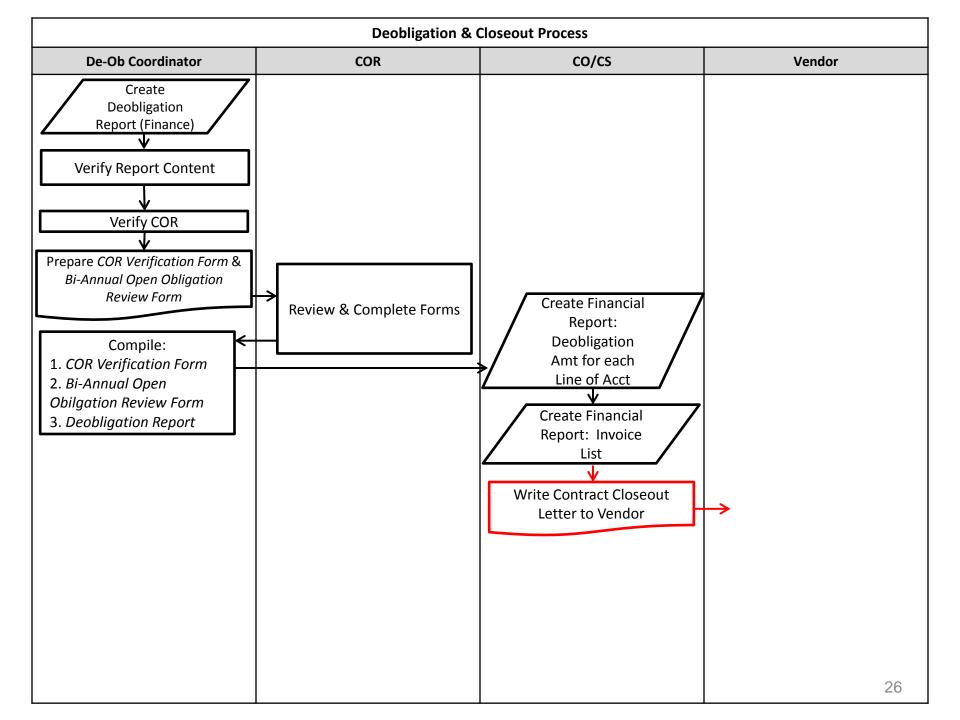


De-Ob Coordinator Create Deobligation Report (Finance) Verify Report Content Verify COR Prepare COR Verification Form & Bi-Annual Open Obligation Review Form Review Form Review & Complete Forms		Deobligation & 0	Closeout Process	
Deobligation Report (Finance) Verify Report Content Verify COR Prepare COR Verification Form & Bi-Annual Open Obligation Review Form Review & Complete Forms	De-Ob Coordinator	COR	co/cs	Vendor
22	Deobligation Report (Finance) Verify Report Content Verify COR Verify COR Prepare COR Verification Form & Bi-Annual Open Obligation Review Form	Review & Complete Forms		22









Page 1



Contract No. MCC-10-01	21-PSU-25		
	knowledge, all deliverables have been torily settled, and the contract may n	n accepted by MCC, and any and all claims again ow be closed.	ast MCC
To the best of my been returned to M	knowledge, all equipment and/or ma MCC in good condition, normal wear	terial furnished by MCC under the subject contra and tear excepted.	ct have
The contract listed	above should not be closed for the fo	llowing reason:	
	n of \$37,918.64, which has been paid	I to the Contractor or his assignce, the Contractor claims and demands under the above contract.	hereby
Signature	Title	Date	
20			

Page 2



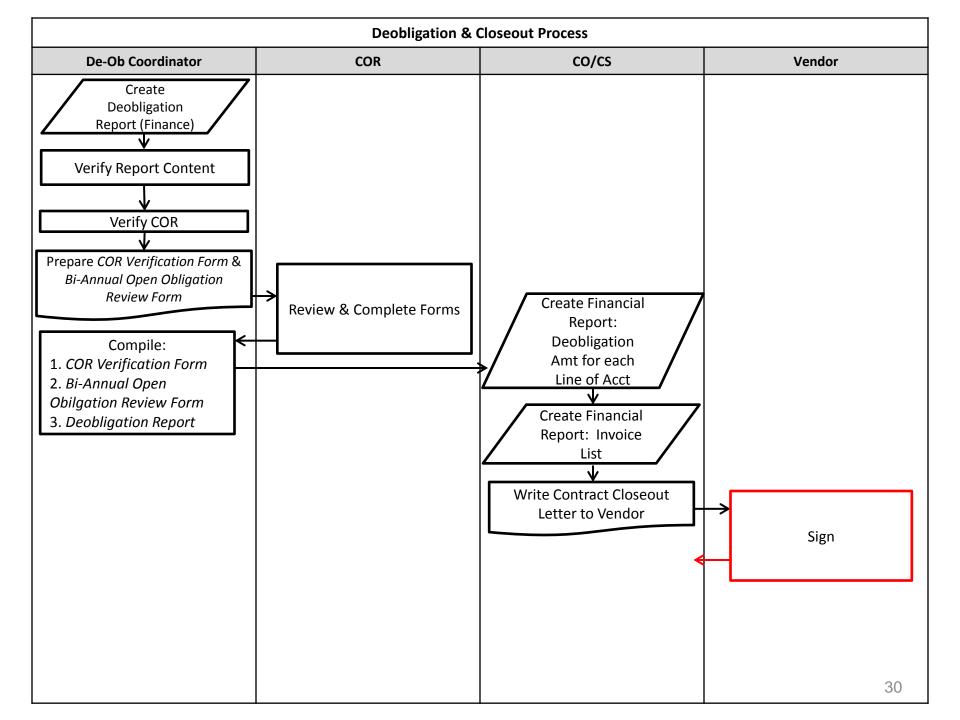
	y knowledge, all deliverables have been actorily settled, and the contract may n	en accepted by MCC, and any and all claims against MCC ow be closed.
	y knowledge, all equipment and/or ma MCC in good condition, normal wear	terial furnished by MCC under the subject contract have and tear excepted.
The contract liste	d above should not be closed for the fo	llowing reason:
	um of \$37,918.64, which has been paid	I to the Contractor or his assignee, the Contractor hereby claims and demands under the above contract.

Page 1



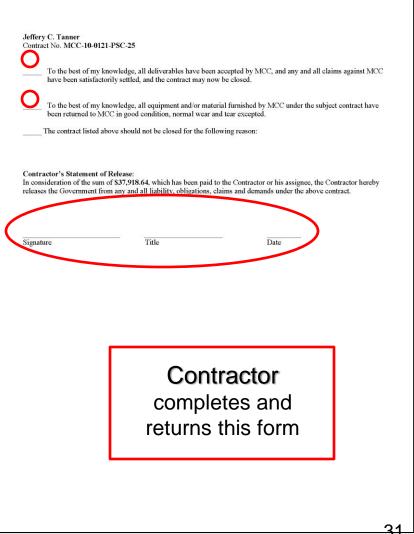
	21-PSC-25		
To the best of my have been satisfact	knowledge, all deliverables have bee torily settled, and the contract may no	n accepted by MCC, and any and all claims against MCC ow be closed.	2
	knowledge, all equipment and/or mat ICC in good condition, normal wear	terial furnished by MCC under the subject contract have and tear excepted.	
The contract listed a	above should not be closed for the fo	IIing reason:	
	An	nount Paid	
Contractor's Statement of	Release: of \$37.918.64, which has been paid	to the Contractor or his assignee, the Contractor hereby	
releases the Government fi	ron, any and all Fability, obligations,	claims and demands under the above contract.	
9			
Signature	Title	Date	

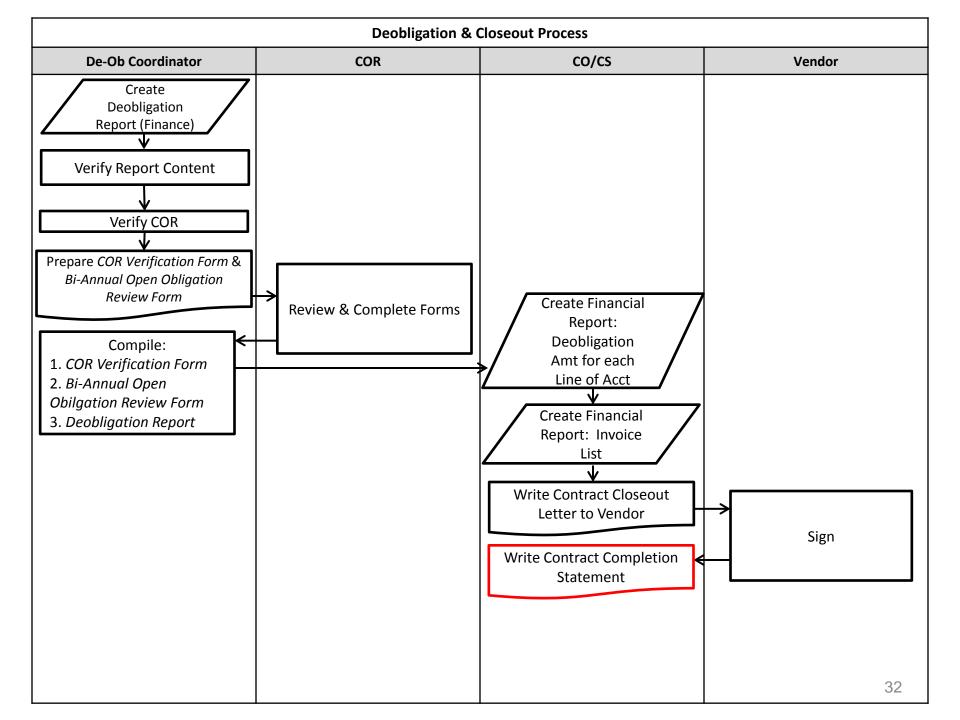




Page 1







FAR 4.804-5(b), "must"



FAR 4.804-5(b), "must"

1. Contract Office Name & Address



FAR 4.804-5(b), "must"

- Contract Office Name & Address
- Contract #



FAR 4.804-5(b), "must"

- Contract Office Name & Address
- 2. Contract #
- Last Modification #



- Contract Office Name & Address
- 2. Contract #
- 3. Last Modification #
- 4. Last Call/Order #



- Contract Office Name & Address
- 2. Contract #
- 3. Last Modification #
- 4. Last Call/Order #
- 5. Contractor Name & Address



- Contract Office Name & Address
- 2. Contract #
- 3. Last Modification #
- 4. Last Call/Order #
- 5. Contractor Name & Address
- 6. Dollar Amount of Excess Funds



- Contract Office Name & Address
- 2. Contract #
- 3. Last Modification #
- 4. Last Call/Order #
- 5. Contractor Name & Address
- 6. Dollar Amount of Excess Funds
- Invoice # and Date



- Contract Office Name & Address
- Contract #
- 3. Last Modification #
- 4. Last Call/Order #
- Contractor Name & Address
- 6. Dollar Amount of Excess Funds
- 7. Invoice # and Date
- 8. Statement that all contract admin actions have been completed



- Contract Office Name & Address
- 2. Contract #
- 3. Last Modification #
- 4. Last Call/Order #
- 5. Contractor Name & Address
- 6. Dollar Amount of Excess Funds
- 7. Invoice # and Date
- 8. Statement that all contract admin actions have been completed
- 9. Name & Signature of Contracting Officer



- Contract Office Name & Address
- 2. Contract #
- 3. Last Modification #
- 4. Last Call/Order #
- 5. Contractor Name & Address
- 6. Dollar Amount of Excess Funds
- 7. Invoice # and Date
- 8. Statement that all contract admin actions have been completed
- 9. Name & Signature of Contracting Officer
- 10. Date



Completion Statement



Memorandum to File and Completion Statement Contract Closeout

Section A. Closeout Information				
Total Value (including options): \$126,241.14	Amount to Deobligate: (\$33,282.86)			
Contract: MCC-09-0040-CON-46	Last Call or Order: n/a			
	Last Modification: 0004			
Period of Performance: April 1, 2009 through March 1, 2011				
Final Invoice Number: MCC0211-OVERSEASCOOP	Date Invoice Forwarded to Invoice Office if			
Final Invoice Date: 3/21/2011	Payment Status is Unknown: n/a			
Customer Office: Department of Administration and	Contractor: Business Development Associates,			
Finance, Office of Security	1050 Connecticut Avenue, NW, Washington, DC			
•	20036			
COR: William Barboza, barbozawi@mcc.gov, 202-521-	Company POC: Gaston Boisson,			
7227	gboisson@bdaglobal.com			
Contracting Office:				
Millennium Challenge Corporation, Office of Finance &	Administration, Contracts & Grants Management			
875 Fifteenth Street, NW	-			
Washington, DC 20005				

Section B. Summary

The Millennium Challenge Corporation (MCC) entered into the subject contract with Business Development Associates for Continuity of Operations Plan (COOP) development for MCC's Office of Security. The purpose of Modification 0004 is to deobligate excess funds and closeout the contract. The cumulative obligated amount will be reduced by \$33,282.86 from \$159,524.00 to \$126,241.14.

∑ Useconditional Approval – Subject action and supporting documentation have been reviewed and approved and I have determined that the acquisition effectively implements the approved acquisition strategy, that the negotiations and/or contract action result in a fair and reasonable business arrangement, that the negotiations and/or contract action are consistent with laws, regulations, and policies; and that appropriate legal advice has been obtained as affirmed by documentation provided under the appropriate tab of the Cohtract File.

Conditional Approval - Acquisition is hereby cleared to proceed subject to the following conditions:

Page 1 of 3



Completion Statement



Memorandum to File and Completion Statement Contract Closeout

Section L. Closeout Information	
Total Value (including options): \$126,241.14	Amount to Deobligate: (\$33,282.86)
Contract: MCC-09-0040-CON-46	Last Call or Order: n/a
	Last Modification: 0004
Period of Performance: April 1, 2009 through March 1,	
Final Invoice Number: MCC0211-OVERSEASCOCP	Date Invoice Forwarded to Invoice Office if
Final Invoice Date: 3/21/2011	Payment Status is Unknown: n/a
Customer Office: Department of Administration and	Contractor: Business Development Associates,
Finance, Office of Security	1050 Connecticut Avenue, NW, Washington, DC
	20036
COR: William Barboza, barbozawi@mcc.gov, 202-521-	Company POC: Gaston Boisson
7227	gboisson@bdaglobal.com
Contracting Office:	

Clennium Challenge Corporation, Office of Finance & Administration, Contracts & Grants Managers 873 Fribands Street, NW

Washington, DC 20005

Section B. Summary

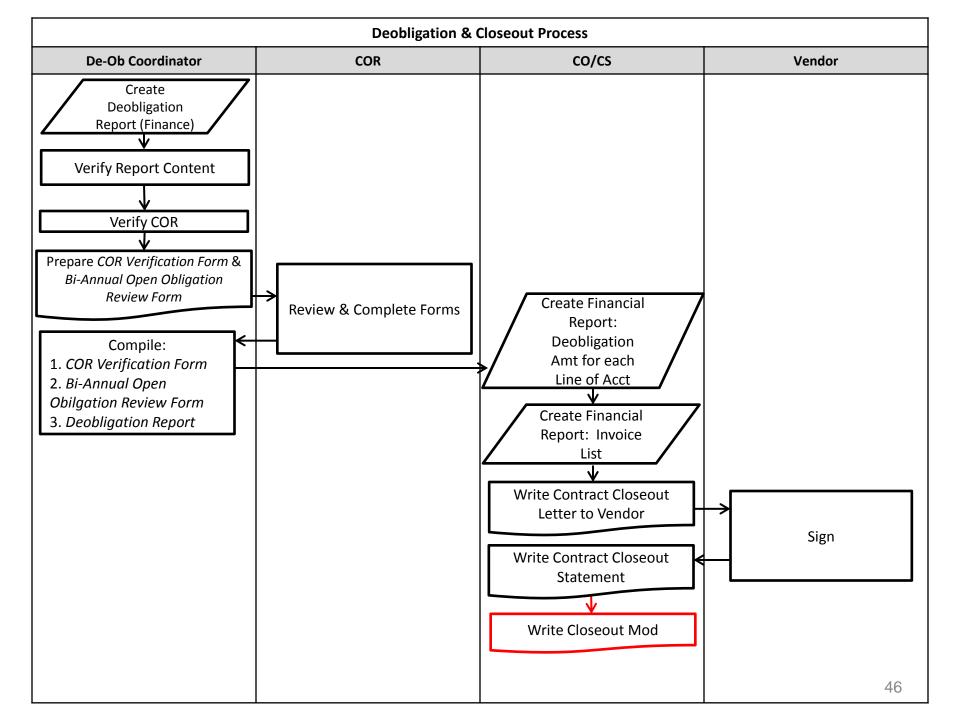
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Conditional Approval - Acquisition is hereby cleared to proceed subject to the following conditions:

Page 1 of 3





SF-30, Block 14:



SF-30, Block 14:

The purpose of this modification is to deobligate excess funds and close the contract.



SF-30, Block 14:

The purpose of this modification is to deobligate excess funds and close the contract.

The Government has accepted, the contractor has invoiced, and the contractor has been paid for all work accomplished under this contract.



SF-30, Block 14:

The purpose of this modification is to deobligate excess funds and close the contract.

The Government has accepted, the contractor has invoiced, and the contractor has been paid for all work accomplished under this contract.

The cumulative obligated amount is hereby reduced by \$35,283.36 from \$73,202.00 to \$37,918.64.



SF-30, Block 14:

The purpose of this modification is to deobligate excess funds and close the contract.

The Government has accepted, the contractor has invoiced, and the contractor has been paid for all work accomplished under this contract.

The cumulative obligated amount is hereby reduced by \$35,283.36 from \$73,202.00 to \$37,918.64.

The period of performance of this contract was from <u>August 30, 2010</u>, through <u>August 29, 2011</u>.



SF-30, Block 14:

The purpose of this modification is to deobligate excess funds and close the contract.

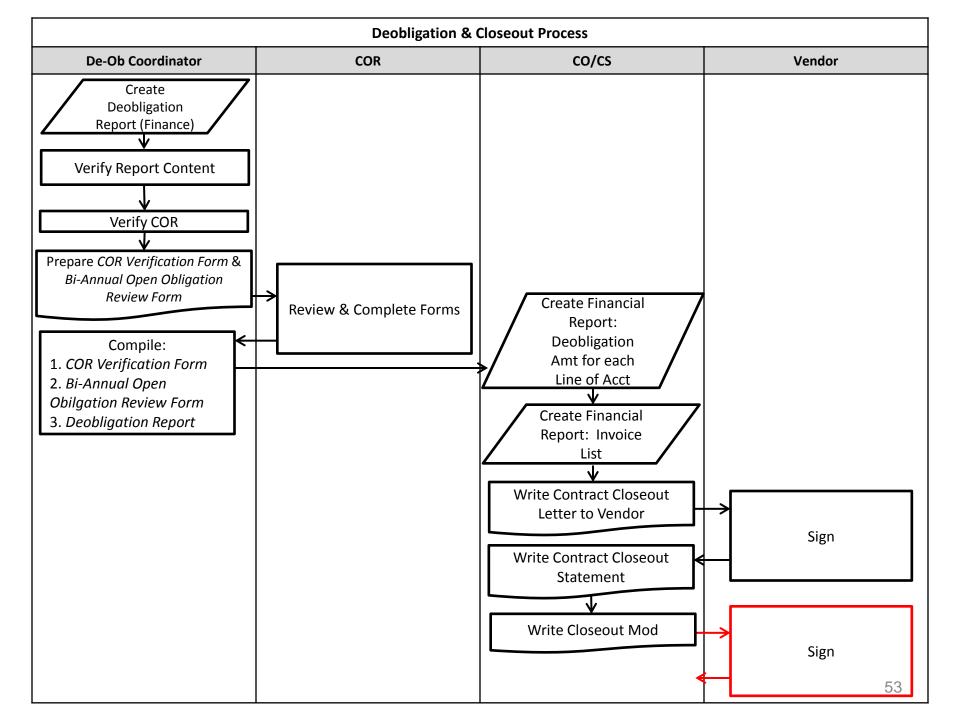
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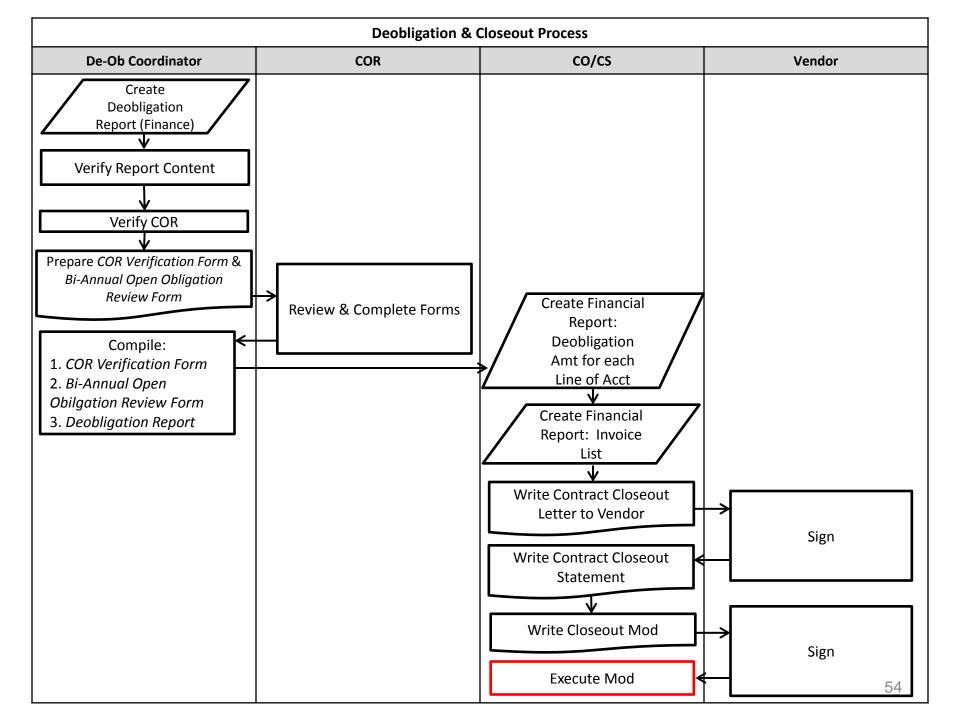
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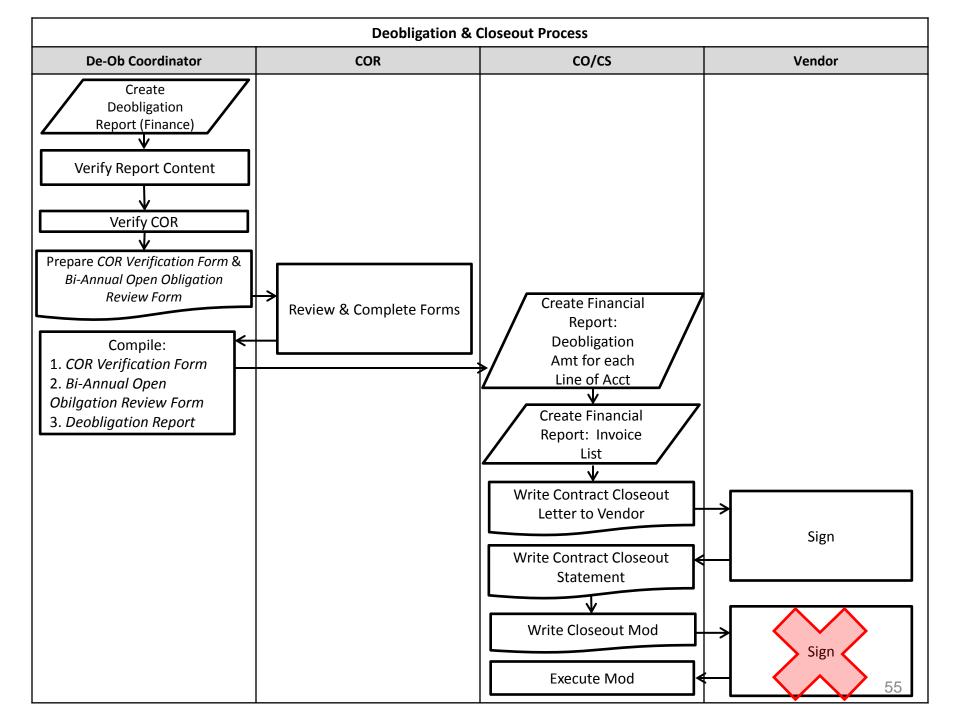
The period of performance of this contract was from <u>August 30, 2010</u>, through <u>August 29, 2011</u>.

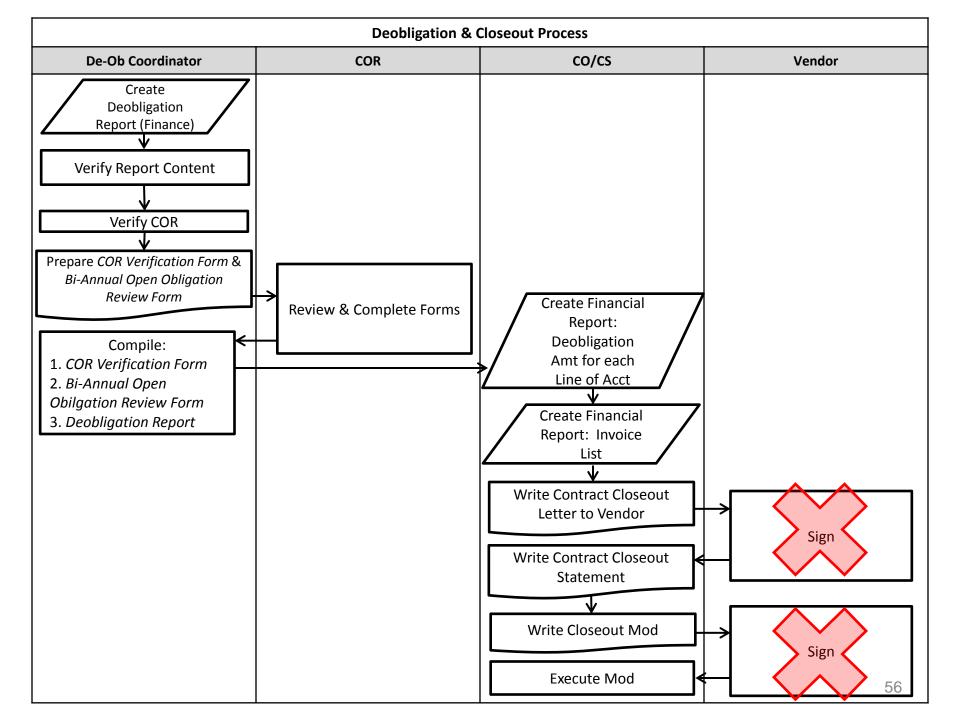
Optional: Include a chart showing CLIN and/or Line of Accounting.











Sign Unilaterally

SF-30 Block 13D – OTHER": FAR 4.804

- SAP then already closed, including 13.5
- If they already signed the letter, commercial



Tracking & Reporting

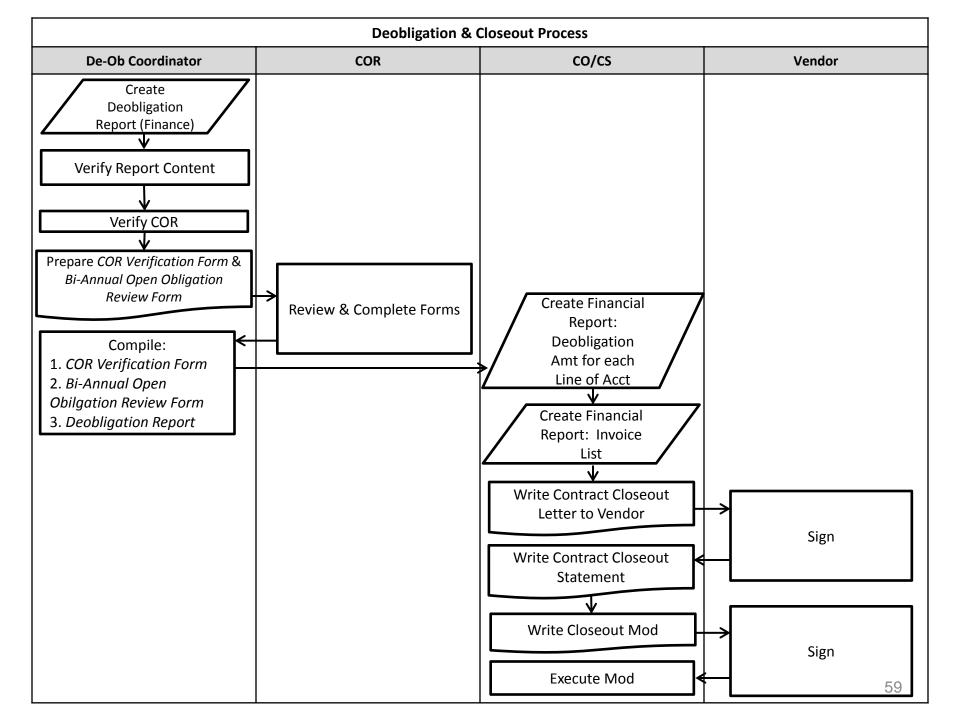
Deobligation Exercise Summary Friday, March 15, 2013

WEEK ENDING MARCH 15	Amount	Actions
TOTAL Deobligated	\$1,054,941.27	10
TOTAL Pending Deobligation	\$1,821,310.09	17

Progress from Previous Week		
\$63,772.13	2 Actions	

WEEK ENDING MARCH 8	Amount	Actions
Total Deobligated	\$991,169.14	8
Total Pending Deobligation	\$1,885,082.22	19





Reducing Poverty Through Growth